



Human Resource Consultant 2

Recruitment #: 060918WSP
Location: Olympia, WA
Working Time: Full-Time
Appointment Type: Permanent
Job Class Code: 19103
Opens: 9/18/06
Closes: Open Until Filled

Primary Duties:

As an experienced professional consultant, administers a comprehensive HR program and provides agency-wide services to staff, managers, and supervisors, in the resolution, development, and delivery of human resource related issues and services. This position is primarily responsible for preparing and processing civil service personnel transactions in support of the Management Services and Fire Protection Bureaus. Primary duties include, but are not limited to the following:

- Facilitate and consult with customers on service needs and outcomes on classification, recruitment, compensation, affirmative action, reasonable accommodation.
- Ability to interpret, research and resolve issues applying knowledge of WSP regulations, Civil Service Rules, Collective Bargaining Agreements, Revised Code of Washington, personnel/payroll process and procedure for civil service, exempt, Washington Management Service, and commissioned personnel.
- Provide consultation on recruitment and staffing needs; conducting job/position analyses; formulating, recommending, and implementing recruitment strategies; determining candidate sources; screening applications; administering or recommending assessment tools and strategies; attending job fairs to identify potential candidates for hard-to-fill and agency unique classes.
- Provide consultation on compensation by reviewing and providing options to achieve desired outcomes; facilitate requests for approval of salary exceptions; inform supervisors and managers on compensation options in accordance with rules and contracts; advising on legality of work schedules and overtime limitations/thresholds.
- Provides consultation on classification by reviewing requests for position reviews; reviewing and evaluating reallocation and position establishment requests; conducting desk audits; providing guidance to supervisors and managers on job analysis and position competencies to include consultation on essential job functions.

About our Agency

The Washington State Patrol (WSP) is a professional public safety agency made up of dedicated professionals who work hard to improve the quality of life as well as prevent the unnecessary loss of life on a daily basis. The WSP has approximately 2200 employees and is organized into six bureaus: Field Operations, Technical Services, Forensic Laboratory Services, Fire Protection, Investigative Services, and Management Services. More than half of all WSP employees work in a variety of non-commissioned jobs to support the Patrol's mission.

Mission Statement

The WSP makes a difference every day, enhancing the safety and security of our state by providing the best public safety services.

Vision

The WSP's programs and operations exemplify the highest standards of professionalism. We achieve our mission through accountability and continuous performance improvement,

Compensation

\$3052 - \$3908 per month (range 48). Outstanding benefits including health, dental, vision, life and long-term disability insurance; 12 – 22 days of vacation per year; eleven paid holidays; twelve days of paid sick leave per year; dependent care assistance program; employee assistance program; deferred compensation plans; state retirement plans; Commute Trip Reduction Incentives; training; and credit union membership

Preferred Education, Professional Experience and Skills:

BA degree with focus on business, human resources, social or organizational behavioral sciences, or related field **AND** two years of broad-based professional level human resource experience, including advising and consulting on human resource issues **OR** comparable education and/or experience, preferably in public

supported by a strong leadership and a system of effective communication. A committed workforce initiates partnerships and strategic alliances to collaborate on public safety concerns to improve the safety and security of citizens and commerce.

Our performance consistently earns the trust and confidence of the public. The legislature supports the WSP's need to recruit and retain a qualified workforce equipped with information, technology, and physical resources necessary to meet our mission.

Benefits

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Location

The WSP is headquarters is located in Olympia, but has offices throughout the state.

How to Apply

E-mail:

Debbie.chavira@wsp.wa.gov

FAX: (360) 704-2297

Mail: Washington State Patrol
Attn: Debb Chavira
211 11th Avenue SE
P.O. Box 42620
Olympia, WA 98504-2620

sector.

Successfully pass the Personal Background Evaluation and be willing to undergo a background investigation and a polygraph exam.

Desirable Professional Experience and Skills:

- PHR or SPHR certification;
- Ability to effectively communicate both verbally and in written format;
- Ability to build rapport among team members, clients, and to partner with others;
- Independently analyze and decipher the risks versus the benefits in decisions and recommendations related to HR issues;
- Ability to build rapport and partner with supervisors, managers, and others;
- Organization and time management skills;
- Performance of conflict resolution skills;
- Ability to speak in front of small and large groups;
- Ability to research, analyze, problem-solve to achieve desired outcome and/or to provide alternative options;
- Experience in using personnel related automated and database systems both internally and externally;

Core Competencies Required:

Consulting - Provider information and problem-solve with customers on specific courses of action relative to HR work activities.

Analysis and Problem Solving - Analyze and interpret information related to specific HR work activities, addressing problems to include risk-taking, clear and thorough thought process, and analysis.

Communication and Interpersonal Interaction - Consult and provide options to customers, listening and understanding, communicating clearly implications of actions taken and/or desired. Develop positive rapport and working relationship with customers. Deliver information in a format that can be understood by audience member(s).

Customer Focus - Anticipate customers' needs with proactive approach. Understand customers' work processes and organization to enable better understanding of what the customer may or may not need. Propose solutions and maintain effective working relationship with customers.

Change - Identify opportunities for improving and streamlining work processes, when possible; focus on outcomes; take calculated risks.

Teamwork - Ability to interact with others internally and externally; contribute towards achievement of goals and objectives based on experience and expertise; recognize and assess strengths and weaknesses of others.

Research/Investigation - Research and analyze information using multiple resources to assist in problem-solving. Apply thought concepts and analysis in an effort to achieve solutions and/or provide options.

Special Note:

Candidates who are invited to the background and polygraph exam will be required to sign a waiver authorizing the Washington State Patrol to access any and all professional and personal information to include any records of a confidential or privileged nature. The information obtained during this process will

not be made available or accessible to the candidate. Background investigations are part of the pre-employment selection process and are not a commitment to employment. Finalist may be scheduled for an additional interview.

Who May Apply:

This recruitment is open to anyone who meets the qualifications.

How to Apply:

Initial screen will be based solely on the information contained on your application form. Individuals interested in this position may apply by submitting a [state application](#) and a [WSP Personal Background Evaluation \(PBE\) form](#). Please note the WSP has specified hiring standards outlined on the PBE that each employee must meet, due to the nature and security requirements of the position.

The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing. Please note the Department of Personnel will be transitioning to e-recruiting, a new applicant tracking system, which is expected to go live October 2, 2006. Applicants will need to re-apply for placement on registers in the new system after October 2, 2006. It will be to the applicant's advantage to submit materials as soon as possible to:

Washington State Patrol
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P.O. Box 42620
Olympia, WA 98504-2620

Exam:

The examination is an evaluation of your education, experience and training, and is based solely on the qualifying information contained in your application. A supplemental questionnaire will be mailed to those candidates who qualify under this announcement.

Keep a copy of your application.
You may be asked to provide them if contacted for an interview.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 664-6260.